

Chapter 4

Placement Actions

Chapter Overview

Introduction This chapter guides you through a number of staffing actions to include recruit/fill, promotions, change to lower grade, reassignment, retained grade, etc. Not all staffing procedures are illustrated.

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Chapter Overview, Continued

Before you begin

Staffing actions may be initiated by a manager and forwarded to the personnel office for processing or by the personnel office. The **Civilian Inbox** is used to access the RPA if a manager submits the action.

Accessing the Civilian Inbox or the RPA to process an action

If an action is initiated by

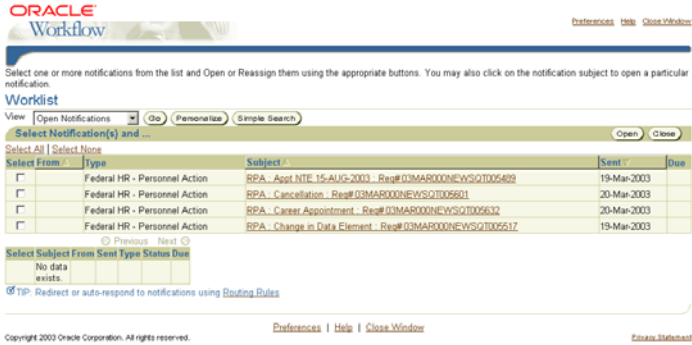

Step	Action	
	A manager...	Personnel...
	Navigation Path → <i>Civilian Inbox</i> → <Open>.	Navigation Path → <i>Request for Personnel Action</i> → <i>Reassignment</i> (or any action) → <Open>.
	The Notifications Summary window opens. Move the <i>Current Record Indicator</i> to the RPA you need (ex: <i>Reassignment</i>).	
	Click < Respond > to display the RPA.	

Processing a Recruit/Fill

Purpose

This procedure guides you through the steps for processing a Recruit/Fill in the Civilian Inbox.

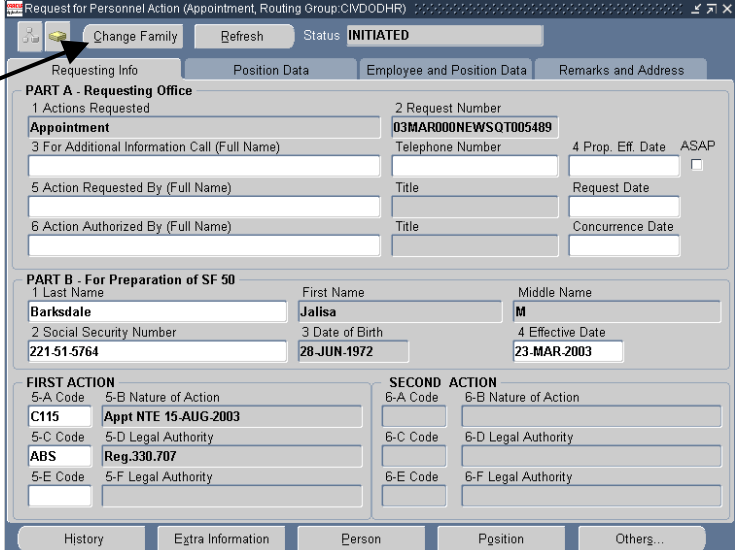
Accessing the Civilian Inbox

Step	Action		
1	<p>Navigation Path → Workflow <i>Inbox</i> → <Open>.</p> <p>The Notifications Summary window opens and contains all actions sent to you that relate to your responsibilities. Select the action you wish to display.</p> 		
2			
	<table> <tr> <td> <p>Click <Respond>...</p> <p>To view or edit the RPA and take the next action.</p> </td><td> <p>Click <Open>...</p> <p>To open the Notifications Summary Window for further information.</p> <ul style="list-style-type: none"> Click the PA Routing History Icon to display the routing history of the action. Click <Respond> to open the RPA. </td></tr> </table>	<p>Click <Respond>...</p> <p>To view or edit the RPA and take the next action.</p>	<p>Click <Open>...</p> <p>To open the Notifications Summary Window for further information.</p> <ul style="list-style-type: none"> Click the PA Routing History Icon to display the routing history of the action. Click <Respond> to open the RPA.
<p>Click <Respond>...</p> <p>To view or edit the RPA and take the next action.</p>	<p>Click <Open>...</p> <p>To open the Notifications Summary Window for further information.</p> <ul style="list-style-type: none"> Click the PA Routing History Icon to display the routing history of the action. Click <Respond> to open the RPA. 		

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Processing a Recruit/Fill, Continued

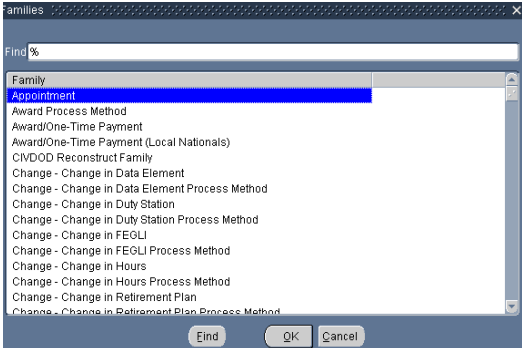
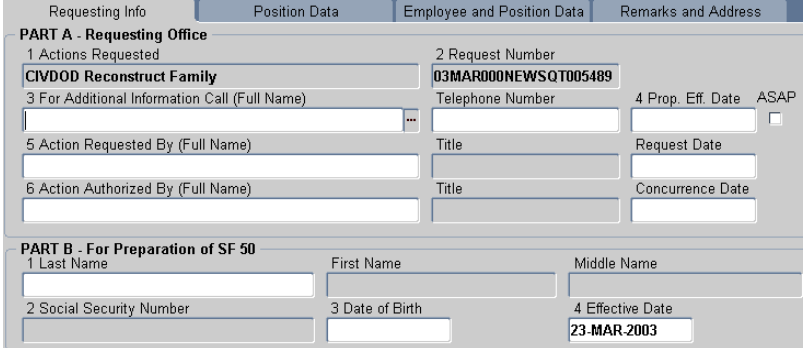
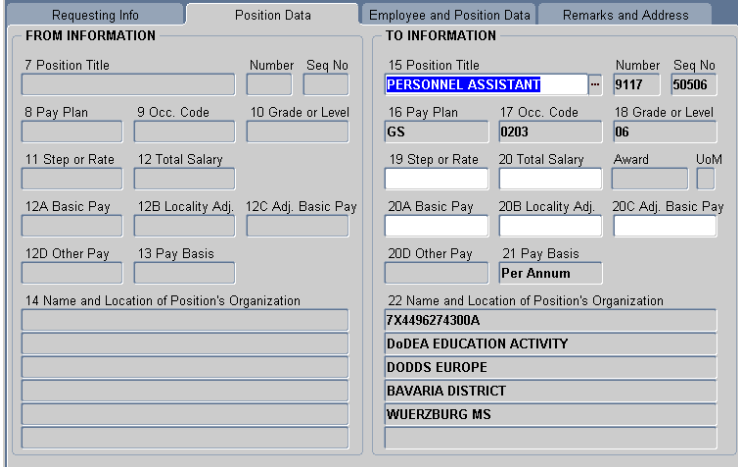
Completing the RPA for Recruit/Fill

Step	Action
3	<p>The RPA opens. Click the <Change Family> button at the top of the window. A Message Box appears, "Are you sure you want to change Nature of Action family?" Click the <Yes> button.</p>  <p>Request for Personnel Action (Appointment, Routing Group: CIVDODHR)</p> <p>Change Family Refresh Status INITIATED</p> <p>Requesting Info Position Data Employee and Position Data Remarks and Address</p> <p>PART A - Requesting Office</p> <p>1 Actions Requested Appointment</p> <p>2 Request Number 03MAR000NEWSQT005489</p> <p>3 For Additional Information Call (Full Name) Telephone Number</p> <p>4 Prop. Eff. Date ASAP</p> <p>5 Action Requested By (Full Name) Title Request Date</p> <p>6 Action Authorized By (Full Name) Title Concurrence Date</p> <p>PART B - For Preparation of SF 50</p> <p>1 Last Name Barksdale</p> <p>First Name Jalisa</p> <p>Middle Name M</p> <p>2 Social Security Number 221-51-5764</p> <p>3 Date of Birth 28-JUN-1972</p> <p>4 Effective Date 23-MAR-2003</p> <p>FIRST ACTION</p> <p>5-A Code C115</p> <p>5-B Nature of Action Appt NTE 15-AUG-2003</p> <p>5-C Code ABS</p> <p>5-D Legal Authority Reg.330.707</p> <p>5-E Code 5-F Legal Authority</p> <p>SECOND ACTION</p> <p>6-A Code 6-B Nature of Action</p> <p>6-C Code 6-D Legal Authority</p> <p>6-E Code 6-F Legal Authority</p> <p>History Extra Information Person Position Others...</p> <p>Decision</p> <p>Are you sure you want to change Nature of Action family?</p> <p>WARNING: Changing the family will clear all existing information with the exception of the information in Part A, and within Part A the Action Requested field will be set to the new family name.</p> <p>It will then re-enter the Effective Date, Person and To Position, thus auto-populating the person and position associated data items from HR again.</p> <p>Yes No</p>

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Processing a Recruit/Fill, Continued

Completing the RPA for Recruit/Fill (continued)

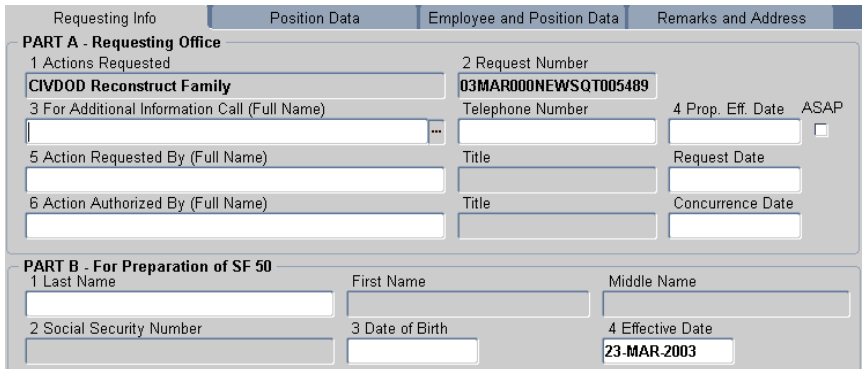

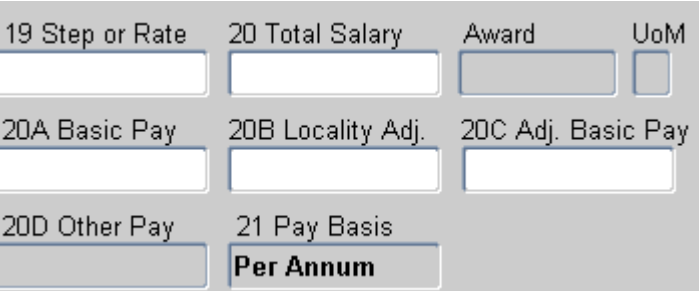
Step	Action
4	<p>The LOV window opens select a Family, click the <OK> button. The data fields in the RPA are ready for input.</p> 
5	<p>Click the LOV icon to open the window to make your selection for data fields.</p> 
6	<p>The position data on the TO INFORMATION Region is normally completed by the supervisor/personnelist initiating the action. Refer to the specific actions in this chapter for processing instructions (e.g., promotion, reassignment, grade change).</p> 

Processing Promotions/Change to Lower Grade

Purpose

This procedure guides you through the steps for processing a Promotion action or a Change to Lower Grade (CLG).

Completing the RPA

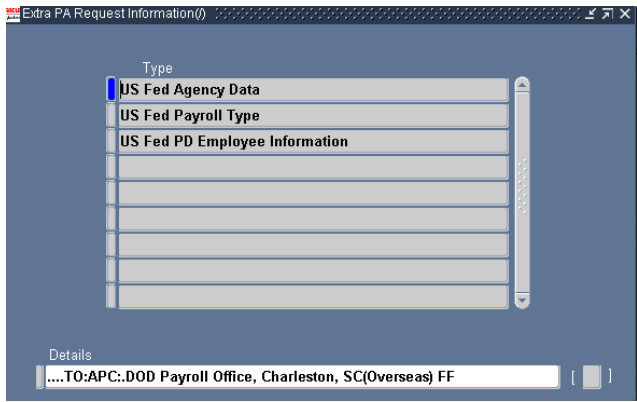

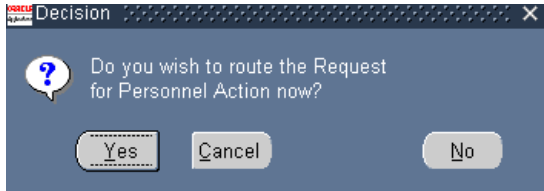

Step	Action
1	Navigation Path → Workflow <i>Inbox</i> → <Open>.
2	The Notifications Summary window opens. Select and open the RPA for Promotion or CLG you wish to process.
3	Click the < Respond > button.
4	<p>The Request for Personnel Action window opens. Complete each data field in Part A by typing in the data or using the LOV.</p> <p>Complete Part B and FIRST ACTION Regions to include the Name of Employee, Effective Date, Nature of Action Code, and Legal Authority Code.</p> 
5	<p>Click the Position Data tab with your cursor in block 15, the Position Title data field, click the LOV icon to select a new Position.</p> 
6	<p>If necessary, change the Step or Rate data field in Block 19 by typing in the data or using the LOV. Click the Save icon.</p> 

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Processing Promotions/Change to Lower Grade, Continued

Extra Information

In some actions, additional extra information for Promotions or Change to Lower Grade must be input.

Step	Action
7	Click <Extra Information> on the bottom of any page of the RPA.
8	<p>Review the Pay Information NOA Flexfield to verify the data field have populated.</p>  <p> Note: For most promotions or CLGs, no extra information is required.</p>
9	After verifying the information close the window
10	The RPA opens. Click the Save icon.
11	<p>A Message Box opens asking if you want to route this action. Click the <Yes> button.</p> 
12	<p>The Routing window opens. Select Update HR.</p> 
13	<p>Select the Print Notification checkbox and select the Printer if you want to print the action at this time.</p> <p>Select the Approval checkbox. Then click the <OK> button.</p>
14	<p>The Message Bar at the bottom of the window indicates the Transaction is complete.</p> <p>Note: If an Error Message Box opens and indicates an edit to correct, click <OK>. The RPA opens. Make the correction on the RPA and click Save.</p>


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Processing Reassignments

Purpose

This procedure guides you through the steps for processing a reassignment. A reassignment action may be initiated by a manager and forwarded to the personnel office for processing or the personnel office may initiate it.

Completing the RPA

Step	Action
1	Navigation Path → Workflow <i>Inbox</i> → <Open>. The Notifications Summary window opens.
2	Select the RPA action you wish to display.
3	Click the < Respond > to open the RPA.
4	The RPA opens. With your cursor in Part B , Block 1, click the LOV or type the employee's name or SSN in Block 2. The remaining data fields automatically populate.
5	With your cursor in Part B , type the date or click the LOV for the Effective Date in Block 4, the NOA in Block 5-A , and the Legal Authority Code in Block 5-C .
6	Click the < Next > button to advance to Page 2 for review and make changes as needed.
7	Click the < Next > button to advance to Page 3. The TO INFORMATION side of the RPA should be completed by the manager.
8	With your cursor in Block 15, Position Title , click the LOV. As this is a long list, type in a partial title and tab to display a shortened list. The remaining data fields automatically populate.
9	Click the < Next > button to advance to Page 4. Click the LOV to select appropriate remarks or type in remark codes.
10	Click the Save icon on the Toolbar.
11	A Message Box opens asking if you want to route this action. Click < Yes > the. The Routing window opens select Update HR , print the action, and select the Approval checkbox.
12	Click < Extra Information > and complete the descriptive flexfields.  Note: Normally, there is no need to enter data in < Extra Information >. However, there may be some instances when it may be necessary (e.g., when an employee's position is obligated, the qualification standard was waived to accomplish the placement actions).
13	Click the Save icon on the Toolbar.

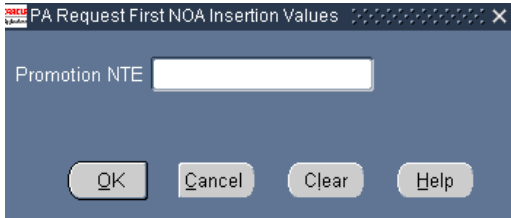
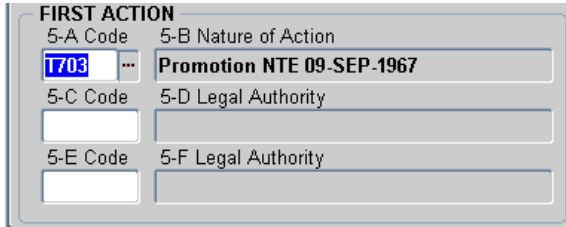
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Processing Not to Exceed (NTE) Actions

Purpose

This procedure guides you through the steps for processing a Not-To-Exceed Action from the Civilian Inbox. This procedure addresses a Promotion NTE; however, the procedures are the same for other NTE actions, such as Appointment, Leave-Without-Pay, Suspension, etc.

Processing the NTE Action

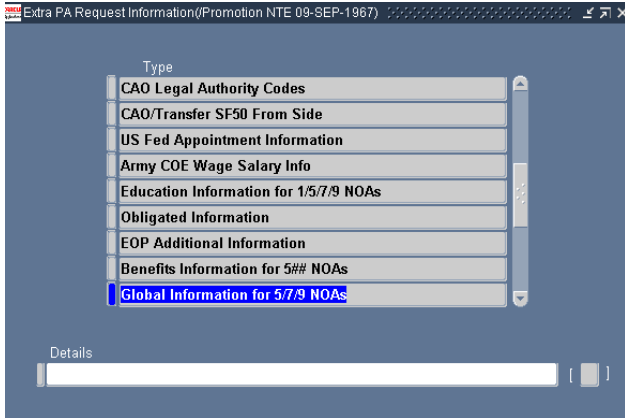
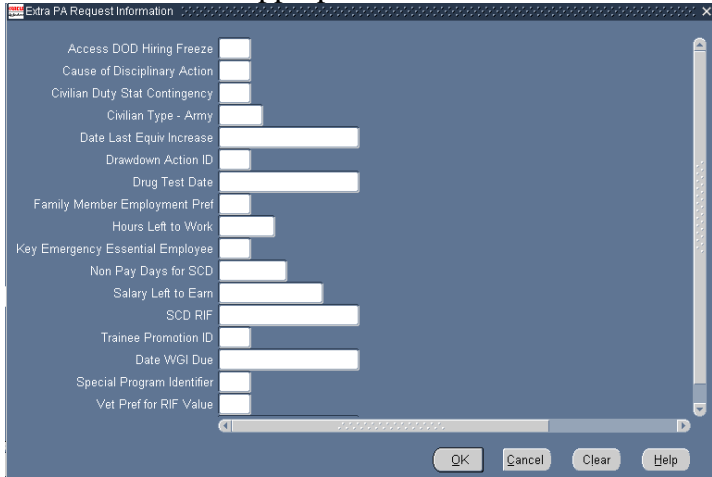
Step	Action
1	Navigation Path → <i>Workflow Inbox</i> → <Open> .
2	The Notifications Summary window opens. Select and open the RPA Promotion NTE you wish to process.
3	Click the <Respond> button.
4	The RPA opens place cursor in Part B , Block 5-A Code ; use the LOV or type in T703. A PA Request First NOA Insertion Values window opens. Type in the NTE date of your action. 
5	Click the <OK> button.
6	The RPA opens with the date populated in Block, 5-B Nature of Action . Complete remaining data fields as needed.  Note: To change the NTE date, put your cursor in the block and press the [TAB] key. The NTE pop-up appears for editing. Use the same procedure for editing the Remarks and Legal Authority Codes .
7	Click the Save icon on the Toolbar.

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Processing Not-To-Exceed (NTE) Actions, Continued

Completing Extra Information

Complete the Extra Information as required for this action.

Step	Action
1	Click the <Extra Information> button.
2	<p>The Extra PA Request Information window opens select any Information Type; e.g., <i>Global Information for 5/7/9 NOAs</i>.</p>  <p>Click in the <i>Details</i> data field to open the Extra PA Request Information window</p>
3	<p>Enter data in each appropriate field.</p> 
4	Click the <OK> button after each Extra PA Request Information data field completed. <i>Save</i> work Exit the window
5	After to RPA window Click the <i>Save</i> icon.
7	A Message Box opens Click the <Yes> button.
8	The Routing window opens. Select Update HR , then <i>Print Notification</i> checkbox appears select a Printer, if you want to print the action at this time. Select the <i>Approval</i> check box. then Click the <OK> button.

Updating and Viewing Education Data

Purpose	<p>This section explains how initial education information is captured. It also explains how to locate and update education information, as well as how to view a list of employees by their education data to select one for viewing. For more detail in updating education data, see Module 1, Fundamental of the DCPDS, Chapter 5, Updating and Viewing the Employee Record.</p>
Initial Input	<p>Initial education should be input on the Appointment RPA. If Block 45, Educational Level, is coded with the value 06, 10, 13, or higher, Block 46, Year Degree Attained, and Block 47, Academic Discipline must be completed to pass CPDF edits. If any other value is input in Block 45, Blocks 46 and 47 must be blank.</p> <p>To capture education data on the Appointment RPA, click <Extra Information>, select <i>Extra PA Request Information</i>, click in the Details data field and complete <i>Education Information for 1/5/7/9 NOAs</i>.</p>
Locating and Updating Education Information	<p>To locate education information on an employee for viewing or updating, Navigate to the → People → <i>Enter and Maintain</i> → <Open>. The Find Person window opens. Query for the employee needed. The People window opens Click the <Special Information> button. When window opens Scroll to Education and click the Detail data field to display and complete the DDF.</p>
Viewing Education	<p>Navigation Path → <i>View</i> → <i>Lists</i> → <i>People by Special Information</i> → <Open>.</p> <ul style="list-style-type: none"> • The List People by Special Information window opens. • In the Special Information Type data field, type in Education% and click <Find>. • The list of employees by name opens. • Move the <i>Current Record Indicator</i> to locate the employee you need, click in the Detail data field. • The Education descriptive flexfield opens. • View the information and exit the window.

Processing a Detail

Purpose

This procedure provides instructions to process a detail using the People Record, to include extending and terminating, correcting or canceling on any appropriated fund employee.

Before You Begin

- Before detail actions can be processed, the employee to be detailed must exist and have a current assignment.
 - Before, during, and at the conclusion of a detail, an employee continues to occupy the same position to which assigned before the detail began.
 - All details are on a not-to-exceed (NTE) basis and must have an end date.
 - Payroll Interface is output only if Payroll Org Code (Navy only), FLSA, or premium pay is not the same as the Payroll Org Code, FLSA or premium pay of the employee's current position.
 - If you need an RPA to document a Detail, **Navigate to Request for Personnel Action**, then *Detail*. Complete, save, and print the RPA. This RPA cannot be updated to the database.
 - The system will generate a Detail Notification of Personnel Action (NPA) if the Detail SIT is completed and data element *Print NPA* contains a 'Y'.
-

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Processing a Detail, Continued

Processing a Detail

Step	Action
1	Navigation Path → <i>People</i> → <i>Enter and Maintain</i> → <Open> .
2	The Find Person window opens type in the employee's name then clicks the <Find> button.
3	Click the <Special Information> button the Special Information window opens. Scroll down to the Detail Information data field The Start Date populates with the current date but it can be overridden by clicking in the Start Date data field, deleting the date, and substituting a different date. To input, change, or view specific information applicable to a detail, click in the Detail data Field.

Special Information(Test, A, Guy D)

Name	Information Exists
Demo Project - NV Warfare Labs	<input type="checkbox"/>
Demo Project - Navy	<input type="checkbox"/>
Demo Project - Performance Pay	<input type="checkbox"/>
Detail Information	<input type="checkbox"/>

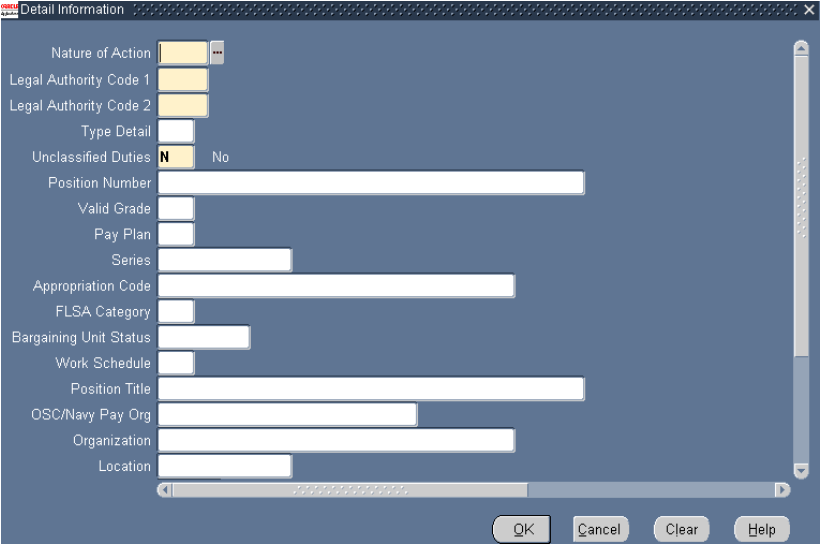
Details

Start Date	End Date	Detail
25-MAR-2003		


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Processing a Detail, Continued

Processing a Detail

Step	Action														
4	<p>The Detail Information window opens. Complete each data fields using the LOV. The <i>Nature of Action</i> data field is the only required field for all Components. If you input the <i>Valid Grade</i>, you must also enter the <i>Pay Plan</i>. For Air Force and Navy, the <i>Position Number</i> is required; it must be a valid position number and sequence. All the data fields, except NOA, may be completed or left blank.</p> 														
	<p>Note 1: Normally the Premium Pay field will be blank. However, in those instances where a detail involves a premium pay indicator that is different from the employee's non-detail assignment input the premium pay indicator that applies to the detail (or choose it from the LOV). The difference in the detail/non-detail premium pay indicator will trigger the output of a payroll interface transaction.</p> <p>Note 2: When Detail Info SIT is saved, the following fields will auto-populate from the Detail Position Info as long as the Detail Position is valid in the system.</p> <table border="1" data-bbox="548 1591 1403 1890"> <tbody> <tr> <td>Valid Grade</td><td>Pay Plan</td></tr> <tr> <td>Series</td><td>Appropriation Code</td></tr> <tr> <td>FLSA Category</td><td>Bargaining Unit Status</td></tr> <tr> <td>Work Schedule</td><td>Position Title</td></tr> <tr> <td>OSC/Navy Pay Org</td><td>Organization</td></tr> <tr> <td>Location</td><td>Demo Location Code</td></tr> <tr> <td>Demo Broadband</td><td>Demo Pay Plan</td></tr> </tbody> </table>	Valid Grade	Pay Plan	Series	Appropriation Code	FLSA Category	Bargaining Unit Status	Work Schedule	Position Title	OSC/Navy Pay Org	Organization	Location	Demo Location Code	Demo Broadband	Demo Pay Plan
Valid Grade	Pay Plan														
Series	Appropriation Code														
FLSA Category	Bargaining Unit Status														
Work Schedule	Position Title														
OSC/Navy Pay Org	Organization														
Location	Demo Location Code														
Demo Broadband	Demo Pay Plan														

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Step	Action
	Note 3: The Position Number plus sequence number of position detailed to, separated by a period; e.g. 12345.442
5	Click the <OK> button this returns you to the Special Information window with the <i>Detail</i> data field populated
6	<p>Type the <i>End Date</i> of the Detail next to the <i>Start Date</i>. Click the <i>Save</i> icon. A pop-up Note tells you the number of days.</p> 
	When users re-query the Detail Information SIT, they then can see the fields that were auto-populated when Save was completed.

Extending a Detail

Extending a Detail

Follow your Component's policy in selecting an extension method.

- **Method 1:** Change the *End Date* of the detail to the extended date, change the *Nature of Action* from 930 (Detail) to 931 (Extension of Detail), and change the *Total Days This Detail* to reflect the total number of days of the detail. Save the changes. NOA 931 NPA will generate with an effective date of the original Detail start date. NOA 931 Pay500 (if generated) will have an effective date of the original Detail start date and the new NTE date will be in columns 397-402.
- **Method 2:** Create a new Detail entry. Use the end of the original detail as the date for the *Start Date*, the new NTE date of the detail for the *End Date*, '931' as the *Nature of Action*, and the length of the extension for the *Total Days This Detail*. All other fields would be completed as they were for the original detail that is being extended. Save the changes. NOA 931 NPA will generate with an effective date of the Extension of Detail. NOA 931 Pay500 (if generated) will have an effective date of the Extension of Detail and the new NTE date will be in columns 397-402.

Terminating a Detail

Follow your Component's policy in selecting a termination method.

- **Method 1:** Change the *End Date* of the detail to the Termination date (if different from the original End Date), change the *Nature of Action* to '932' (Termination of Detail), and, if needed, change the *Total Days This Detail* to reflect the total number of days of the detail. Save the changes. NOA 932 NPA will generate with an effective date of the Detail End date. NOA 932 Pay500 (if generated) will have an effective date of the Detail End.
- **Method 2:** Create a new Detail entry. Type the effective date of the Termination of Detail in the *Start Date* and *End Date* fields, '932' as the *Nature of Action* and *Total Details This Detail* would be left blank. All other fields would be completed as they were for the original detail that is being terminated. NOA 932 NPA will generate with an effective date of the Termination of Detail. NOA 932 Pay500 (if generated) will have an effective date of the Termination of Detail. **Note: NOA 932 Termination of Detail will auto-generate for Air Force records only (if most current Detail entry equals NOA 930 or 931 and Detail End Date <= current system date).**

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Extending a Detail, Continued

Detail NPA Information

- Details NPAs are generated only when the Detail SIT is completed/saved and the data element *Print NPA* contains a 'Y'.
- Details NPAs are not available for viewing through Processes and Reports.
- Details NPAs cannot be corrected or cancelled.
- For Air Force, NPA is flowed to PARIS when user saves Detail SIT and data element *Print NPA* contains a 'Y'.
- The table below determines where the information is pulled to print on the FROM side (blocks 7 through 14) and the TO side (blocks 15 through 22):

When NOA equals:	Use Employee Current Assignment Information on:	Use Employee Detail SIT information On:
930	FROM Side (See Note 3)	TO Side (See Note 1)
931	FROM Side (See Note 3)	TO Side (See Note 1)
932	TO Side (See Note 3)	FROM Side (See Note 2)

Note 1: This identifies the data fields in the Detail SIT to print in each of the blocks:

- ◆ *Block 15. TO: Position Title and Number* - This block will consist of 2 lines. On the first line, print value in "Position Title". On the second line, print value in "Position Number".
- ◆ *Block 16. Pay Plan* - Print value in "Pay Plan" located in Detail SIT.
- ◆ *Block 17. Occ. Code* - Print value in "Series" located in Detail SIT.
- ◆ *Block 18. Grade/Level* - Print value in "Valid Grade" located in Detail SIT.
- ◆ *Block 19. Step /Rate* - IF Detail position is a higher or lower grade than permanent position, print value of "00". If Detail position is the same grade as permanent position, print the employee's step as of effective date of action.
- ◆ *Blocks 20, 21, 20A, 20B, 20C, 20D*: Print the pay information as it resides in the employee's record as of the effective date of the action.
- ◆ *Block 22. Name and Location of Position's Organization* - Print the Table 30 entry as defined for the "Organization" value located in Detail SIT.

Note 2: This identifies the data fields in the Detail SIT to print in each of the blocks:

- ◆ *Block 7. FROM: Position Title and Number* - This block will consist of 2 lines. On the first line Print value in "Position Title". On the second line print value in "Position Number".
- ◆ *Block 8. Pay Plan* - Print value in "Pay Plan" located in Detail SIT.
- ◆ *Block 9. Occ. Code* - Print value in "Series" located in Detail SIT.
- ◆ *Block 10. Grade/Level* - Print value in "Valid Grade" located in Detail SIT.

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Extending a Detail, Continued

	<ul style="list-style-type: none"> ◆ <i>Block 11. Step /Rate</i> - If Detail position is a higher or lower grade than permanent position, print value of “00”. If Detail position is the same grade as permanent position, print the employee’s step as of effective date of action. ◆ <i>Blocks 12, 13, 12A, 12B, 12C, 12D:</i> Print the pay information as it resides in the employee’s record as of the effective date of the action. ◆ <i>Block 24. Name and Location of Position’s Organization-</i> Print the Table 30 entry as defined for the “Organization” value located in Detail SIT.
	<p>Note 3: Exception is for Detailed Employees who are currently on Retained Grade.</p>
	<p>If the PRD is A, B, E, F, U, or V, then the following applies:</p> <ul style="list-style-type: none"> ◆ Step equals “00” ◆ Pay Basis is pulled from the Retained Grade record instead of the current position